



City of Round Rock Unclaimed Property Business Claim Form

The City of Round Rock holds property valued at \$100 or less that is presumed abandoned or unclaimed subject to Chapter 76 of the Texas Property Code. If you have unclaimed property, please submit this form and documentation supporting your claim. All information will remain confidential.

Claimant Information *(must be 18 or older)*

Business name: _____

Claimant name: _____
First Middle Last

Address: _____

Apt. #: _____ City: _____ State: _____ Zip: _____

Daytime phone number: _____ Other phone: _____

Social Security Number or TPIN: _____

Previous address: _____

Required documentation

The following documents must be provided along with this claim form for the claim to be processed.

- A) Proof of Claimant's Social Security Number
- B) Copy of Claimant's Driver's License or any official form used for identification
- C) Proof of previous address (Copy of utility bill, canceled check, etc.)

Please indicate your **business status** on page 2 and provide the additional documentation listed.

Claimant Signature

The named Claimant hereby certifies that this claim for property presumed abandoned is valid and just, that all statements herein are true and correct, and that upon payment of this claim said Claimant will indemnify and hold harmless the City of Round Rock, and its officers and employees for any damages, claims or losses of any kind resulting from the payment of the above described property to the Claimant.

Claimant: _____ Date: _____

Co-Owner: _____ Date: _____

Mail to:

**City of Round Rock
Finance Department
Unclaimed Property
221 East Main Street
Round Rock, TX 78664**

Your business status

Check the appropriate box below, and attach documents requested.

- ☐ **TEXASCORP, LLC or Professional Corporation.** Attach a copy of last Franchise Tax report filed.
(If out of state corporation, same as above including State of Corporation)
- ☐ **Professional Association or Non-Profit Corporation.** Attach a copy of last Annual Statement filed with the Secretary of State or copy of Articles of Incorporation
- ☐ **Private organization, group or association.** Attach a document establishing your authority to act
- ☐ **Sole ownership of business.** Attach a Copy of Certificate To Operate Under Assumed Name filed with the County Clerk and enter Owner's Name _____
and Social Security Number _____
- ☐ **A Limited or General Partnership.** Attach a copy of partnership agreement including names and SSN of two partners

Exception, if business is:

- ☐ **Out of business (closed).** Attach a brief statement of closing and a copy of the Articles of Dissolution or Corporation Liquidation Form filed with the IRS
- ☐ **Name Changed/Assumed/Merged.** Attach copy of change of Name Amendment or Assumed Name Certificate
- ☐ **Purchased/Sold.** Attach a copy of Buy/Sell Agreement